



DHS/MHIS/HR/39/2021/894



Date:17.08.2022

**GOVERNMENT OF MEGHALAYA
STATE NODAL AGENCY, MEGHA HEALTH INSURANCE SCHEME
MEGHALAYA, SHILLONG.
VACANCY NOTICE**

For the implementation of Ayushman Bharat Pradhan Mantri Jan Arogya Yojana and Megha Health Insurance Scheme in the State of Meghalaya, the office of the State Nodal Agency, Megha Health Insurance Scheme, Meghalaya, Shillong invites eligible and interested candidates for the following posts on contract basis as per details below:

Sl. No	Designation	No of Positions	Eligible Qualifications & Experience	Place of Posting	Remuneration (in Rs)
1.	Accounts Assistant	1	<ul style="list-style-type: none">• Minimum of M. Com (Accountancy) /MBA (Finance).• Minimum 03 years of experience in a Government Sponsored Scheme/Organization.• Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP).• Hands-on experience with accounting software like Tally, PFMS, and office software packages (MS Word, Excel, PPT, etc.).• Strong written and verbal communication.• Strong interpersonal skills and ability to establish working relations with various teams.• Willingness to travel for work purposes.	Office of the Chief Executive Officer, State Nodal Agency, MHIS, Shillong.	Rs.50,000/- PM

2.	District Accountants	11	<ul style="list-style-type: none"> • Minimum of a B. Com or a Finance & Accounting Graduate. • Minimum 03 years of experience as an Accountant in a Government Sponsored Scheme/Organization. • Preference will be given to M. Com/MBA Finance. • Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP). • Hands-on experience with accounting software like Tally and office software packages (MS Word, Excel, PPT, etc.). • Strong written and verbal communication. • Strong interpersonal skills and ability to establish working relations with various teams. • Willingness to travel for work purposes. 	Khasi / Jaintia Region and Garo Region	Rs.25000/- PM
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- a) Qualified and interested candidates can directly submit their Applications in the prescribed Standard Form to the Office of State Nodal Agency -Megha Health Insurance Scheme.
- b) Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.
- c) Candidate must enclose along with the prescribed Standard Form, recent passport size photograph, and self-attested copies of the following documents:
- d) Filled Application form, Updated Resume, Educational qualifications certificates, Proof of Experience or Experience Certificates, Latest salary slips or proof of salary from the current or previous organizations, Additional or technical qualifications certificates (if any), Identity Proof (PAN Card or Aadhar Card), Copy of their previous work portfolios.
- e) Candidates are advised to indicate their contact number and e-mail address to facilitate faster communication. Information regarding the Interview will be sent only to the shortlisted candidates via SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. Shortlisted candidates will be directly reached out to by the HR department.
- f) Incomplete application shall not be entertained and is liable to be rejected.
- g) The last application submission date is on **2nd September 2022 up to 05:00 PM**. Application received after the last date will not be entertained.
- h) The Written Test for the Account Assistant & District Accountant post will be held on the **10th September 2022** in the O/o the Chief Executive Officer, State Nodal Agency, MHIS, Shillong.
- i) Applicants are to report between **9:45 AM to 10:15 AM** for registration to be followed by the Written Test.
- j) The Certificate/Documents in original are to be produced at the time of the Interview.
- k) No TA/DA will be paid for attending the written test and interview.
- l) The Terms of Reference for the above post can be downloaded from the MHIS website.
- m) For further information login into: www.mhis.org.in / Contact Number: 0364 – 2507477.

Sd/-
Chief Executive Officer
Megha Health Insurance Scheme
Meghalaya, Shillong.